

Office of the State Controller
Statewide Security Policy
For
Access to State Financial System

Applicability

This policy applies to all state employees, contract employees and all other individuals granted access to the State Financial System.

Definitions:

Security administrator - The person responsible for ensuring access to the state financial system is adequately controlled and monitored.

State Controller - The State Controller or his designee.

State employee - Any full-time, part-time, temporary, contract person, or independent contractor employed or hired by a state agency.

State financial system - The Colorado Financial Reporting System (COFRS), INFOPAC, Document Direct, the Financial Data Warehouse, CPPS and KRONOS.

Authority

CRS 24-30-201 requires the State Controller to:

- Manage the finances and financial affairs of the state.
- Coordinate all the procedures for financial administration and financial control so as to integrate them into an adequate and unified system, including the devising, prescribing and installing of accounting forms, records and procedures for all agencies.
- To conduct all central accounting and fiscal reporting for the state as a whole.

Colorado State Fiscal Rule 1-3 states that the State Controller is the official custodian of the financial portion of the database included with the state financial system. The official custodian prescribes the rules and regulations with reference to query, use or inspection of the financial records. The State Controller shall approve access to financial information contained in the database.

Colorado State Fiscal Rule 1-5 states that the State Controller is responsible for the overall security of the state financial system. The State Controller may delegate the security responsibility to state agencies for their portion of the financial database on the state financial system.

Delegation

The State Controller is the statewide security administrator. The State Controller may delegate agency security responsibilities to the controller or other appropriate personnel within each state department. These delegates cannot further delegate security responsibilities. Actual data entry ability on COFRS may be delegated to some one that reports to the approved State Controller delatee.

Policy

In order to ensure that access to the state financial system is controlled, it is the policy of the State Controller that:

- Each delegated state agency security administrator will sign a security administrator agreement.
- Each delegated state agency security administrator will attend appropriate security training.
- Access to the state financial system is granted only for official state business;
- Each state employee given access to the state financial system will sign a security compliance statement;
- Access by a state employee will be limited to only what the employee needs to accomplish their job responsibilities;
- Each state employee given access to the state financial system will receive an individual user ID for access to the state financial system;
- All user ID's with access to the state financial system will require password protection;
- Access to the state financial systems will be deleted when the state employee no longer works for the State Agency.
- Security administrators will perform periodic reviews to ensure the state agency is in compliance with this policy.
- The State Controller may approve exemptions or waivers from this policy.

Policy Guidelines

The following guidelines may be used to assist state agencies with the implementation of this policy.

- When establishing user ID's for a state employee with access to multiple applications within the state financial system, the same user ID should be used, if practical.
- Department personnel delegated as security administrators should establish internal procedures to assist with granting appropriate security access to the state financial system. These procedures should include a process to add, change and delete users and may require lower level reviews of security access requests.
- Departments granted waivers from this policy are required to implement alternate controls to ensure access to the state financial system is adequately controlled. The State Controller must approve the alternate system of controls.